

VACANCY ANNOUNCEMENT

American Embassy Nouakchott

OPEN TO: Current Employees of the Mission
POSITION: Guard Supervisor, FSN-5T or FP-9
OPENING DATE: Thursday, February 9, 2006
CLOSING DATE: Friday, February 24, 2006
WORK HOURS: Full-time; 40 hours/week
SALARY: (available upon request at HRO)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Nouakchott is seeking 1 individual to fill a vacant position of Guard Supervisor within the Security Section.

BASIC FUNCTION OF POSITION:

Supervises and Controls guards to execute the rules and regulations of the American mission in Nouakchott.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Must have completed secondary school.
2. A minimum of 3 years of security experience is required.
3. Level 3 of English, French, and Hassaniya or other national language of Mauritania.
4. Valid Mauritanian Driving License required to operate Security vehicles when needed.
5. Must be computer literate (MS Word and Excel).
6. Should be tactful and firm in a multi-cultural and multi-ethnic environment.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. After an initial screening and interview qualified candidates will be asked to take an oral and written assessment, as well as an English language test.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY:

Interested candidates for this position should submit the following:

- Embassy Application for Employment Form; **or**
- A current resume or curriculum vitae that provides the same information as the Embassy Application Form;
- Documentation (e.g., essays, certificates, awards earned) that address the minimum requirements of the position as listed above.

A completed Embassy application form and/or résumé should be received by the Human Resources Office at the Embassy by close of business on **February 24, 2006**.

SUBMIT APPLICATION TO:

Human Resources Office
P.O. Box: 222
American Embassy Nouakchott
Tel: **525-2660**

POINT OF CONTACT:

Human Resources Office
Telephone: **525-2660 ext: 4534 or 4475**
Fax: **525-1592**

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

2. Family Member (FM): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

Note: A Social Security Number is required to all Not-Ordinarily Residents

ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.

CLOSING DATE FOR THIS POSITION: February 24, 2006

An Equal Opportunity Employer

Drafted: HR:SyAM
Cleared: HR:MGKoutsis; RSO:DGroccia
Approved: MGT:JMadden